

FY2004/05 BUDGET CALENDAR

<u>Date(s)</u>	<u>Activity</u>	<u>Participants</u>
JANUARY		Planning
5 - 23	Develop budget preparation materials	Fiscal Services/Budget Division
FEBRUARY		Budget Division & Department Preparation
2 - 13	Budget Division provides training on budget process, fee resolution update and revenue projections	Fiscal Services/Budget Division, Departments
2 - 27	Prepare preliminary revenue budget	Fiscal Services/Budget Division
2 - 27	Develop five-year financial projections	Fiscal Services/Budget Division
MARCH		Department Preparation
1-31	Departments work on FY2004/05 proposed budget changes to originally approved budget	Departments
APRIL		Budget Review/Preparation
1-30	Budget conducts review and preparation of FY2004/05 Budget	Fiscal Services/Budget Division
22	Advertise Public Hearing for mid-year budget amendment	Fiscal Services/Budget
27	Public Hearing: Mid-year budget amendment FY2003/04	All

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May		Budget Review/Preparation
3-28	Fiscal Services Director reviews budget with Budget Division and finals for consensus meetings with County Manager's Office	Fiscal Services/Budget Division
25	Article V - presentation of Article V legislation budgetary impact to BCC for final disposition.	County Manager's Office, Fiscal Services/Budget Division, Departments
JUNE		County Manager Review
1	County Property Appraiser provides pre-preliminary certification of assessed property values to Fiscal Services	Property Appraiser
1	Constitutional Officers submit budgets to BCC [F.S. 129.03(2)]	Sheriff, Supervisor of Elections, Clerk of the Circuit Court
1	Submit Property Appraiser's budget to State Department of Revenue and BCC [F.S. 195.087(1)(a)]	Property Appraiser
8	Consent Agenda - Annual Maintenance Resolution Request BCC authorization to schedule Public Hearing and advertise Non-Ad Valorem Assessments [F.S. 197.3632(4)(b)]	BCC, Fiscal Services/MSBU
9	Final for County Manager Review: FY2004/05 Operating Budget	Fiscal Services
16-17	Consensus - All Departments proposing significant changes to approved FY2004/05 budget	County Manager's Office, Fiscal Services/Budget Division, Departments
18-30	Finalization of County Manager's proposed budget for submission	Fiscal Services/Budget

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JULY		Commission Review
1	Property Appraiser's Office provides Certification of Taxable Property Values (DR-420) to Fiscal Services [F.S.193.023(1)]	Property Appraiser
1-10	Finalization of County Manager's proposed budget for submission	Fiscal Services/Budget
10	Submit County Manager's recommended budget to BCC [F.S.129.03(3)] (No later than 15 days after certification of property tax values or by July 15th)	BCC, County Manager, Fiscal Services
15	Tentative budget amendments to Property Appraiser budget sent to Property Appraiser and BCC by Department of Revenue [F.S.195.087(1)(a)] Must be done by July 15th. Property Appraiser and BCC have until August 15th to submit additional	Department of Revenue, Property Appraiser, BCC
19	BCC Worksessions - County Manager's Proposed FY2004/05 Operating Budget	BCC, County Manager, Fiscal Services/Budget Division, Departments (as required)
20 (1/2day if required)	BCC Worksessions - County Manager's Proposed FY2004/05 Operating Budget	BCC, County Manager, Fiscal Services/Budget Division, Departments (as required)
27	Official meeting of the BCC to set tentative millage for certification to the Property Appraiser for public notification, budget hearing dates communicated via Agenda to BCC (Tentative millage rate can be decreased, but cannot be increased)	BCC, County Manager, Fiscal Services/Budget Division

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30	Submit completed Certification of Taxable Values (DR-420) to Property Appraisers Office and Tax Collector. Serves as notification of tentative millage rate, rolled-back rate, and date, time and place of first public hearing. [F.S.200.065(2)(b)]. Must be done by August 4th.	Fiscal Services
30	Submit Tax Collector's budget to the State Department of Revenue and BCC [F.S.195.087(2)] Must be done on or before August 1st.	Tax Collector, Fiscal Services

AUGUST

Final Budget / Rebudgets

1-7	Departments rebudgets due (enter into system and update CIP)	Departments
6	Notify property owners of proposed special assessment levies [F.S.197.3632(4)(b)]. (Coordinate mailing of notices with the Property Appraiser's Office mailing of TRIM notices.)	Property Appraiser, Fiscal Services/MSBU Program
8	Preliminary Non-Ad Valorem assessment roll information to Tax Collector for district verification.	Fiscal Services/MSBU Program
15	BCC comment period ends on Property Appraiser budget; final budget amendments from Department of Revenue [F.S.195.087(1)(a)]	Property Appraiser, Fiscal Services
16-20	Budget Division review of rebudgets with departments	Fiscal Services/Budget Division, Departments
19	Advertise Port Authority public hearing for budget adoption	Port Authority
19	1st Advertisement - Adoption of Non-Ad Valorem assessments [F.S.197.3632(4)(b)]	Fiscal Services/MSBU Program
24	Presentation of rebudgets to BCC for approval to include in the Fiscal Year 2004/2005 Budget	BCC, County Manager, Fiscal Services/Budget Division, Departments

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24	Public hearing to adopt the Port Authority budget (required by special legislative act). 1:30 p.m.	BCC, Port Authority
26	2nd Advertisement - Adoption of Non-Ad Valorem assessments [F.S.197.3632(4)(b)]	Fiscal Services/MSBU Program

SEPTEMBER

Public Hearings

1	First Public Hearing package to County Manger's Office (inclusive of rebudget information)	Fiscal Services/Budget Division
8	First Public Hearing Package Final	Fiscal Services/Budget Division
14	Public hearing to adopt the Non-Ad Valorem Tax Roll [F.S.197.3632(4)(a)]	BCC, County Manager, Fiscal Services/MSBU Program
14	First public hearing to adopt FY2004/05 Operating Budget (inclusive of rebudgets) [F.S. 200.065(2)]	BCC, County Manager, Fiscal Services/Budget Division
15	Certification of the Non-Ad Valorem Tax Roll to the Tax Collector's Office by compatible electronic medium [F.S.197.3632(5)]. Must be done by September 15th.	Fiscal Services/MSBU Program,
20	Submit advertisements to newspaper for second public hearing	Fiscal Services/Budget
22	Second Public Hearing Package Final	Fiscal Services/Budget
23	Advertise the second public hearing and budget summary statement (inclusive of rebudgets) [(F.S.129.033)(b); 200.065(2)(d) and (3)(1)].	Fiscal Services/Budget Division

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<u>Date(s)</u>	<u>Activity</u>	<u>Participants</u>
28	Second public hearing to adopt the FY2004/05 Operating Budget (inclusive of rebudgets) [F.S.200.065(2)(d)]	BCC, County Manager, Fiscal Services/Budget Division
28	Submit Final Non-Ad valorem Tax Roll to Tax Collector	Fiscal Services/MSBU Program
31	Submit approved millage resolution to Property Appraiser and Tax Collector within (3) days of final public hearing [F.S. 200.065(4)]	Fiscal Services

OCTOBER

Year-end /Filings / Final Documents

1	Beginning of new fiscal year.	All
13	Forward Certification of Final Taxable Values (DR 422) to Fiscal Services Department [F.S.200.065(5)]	Property Appraiser
15	Submit completed Certification of Final Taxable Values (DR-422) to Property Appraiser and Tax Collector	Fiscal Services
28	Submit Certification of Compliance (DR-487) and appropriate back-up to Department of Revenue within 30 days of final public hearing [F.S.200.068].	Fiscal Services

NOVEMBER

Release Final Documents / MSBU Program

11	1st Advertisement - Uniform Method of Collection for Non-Ad Valorem Assessments [F.S.197.3632].	Fiscal Services/MSBU Program
18	2nd Advertisement - Uniform Method of Collection for Non-Ad Valorem Assessments [F.S.197.3632]	Fiscal Services/MSBU Program

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19	Final and release Five-Year Forecast, FY2004/05 Operating Budget, Five-Year Capital Improvement Plan	Fiscal Services/Budget Division
25	1st Advertisement - Consolidated Street Lighting Ordinance [F.S.197.3632 & F.S.170.07]	Fiscal Services/MSBU Program
25	3rd Advertisement - Uniform Method of Collection for Non-Ad Valorem Assessments [F.S.197.3632].	Fiscal Services/MSBU Program

DECEMBER

MSBU Program Requirements

2	CRA payments to be made by Jan.1 [F.S.163.387(2)] (need final property values and millages from P.A.O.)	Fiscal Services, Economic Development
2	2nd Advertisement - Consolidated Street Lighting Ordinance [F.S.197.3632 & F.S.170.07]	Fiscal Services/MSBU Program
2	4th Advertisement - Uniform Method of Collection for Non-Ad Valorem Assessments [F.S.197.3632].	Fiscal Services/MSBU Program
14	Public Hearing to adopt Consolidated Street Lighting Ordinance [F.S.197.3632 & F.S.170.07]	BCC, County Manager, Fiscal Services/MSBU Program
14	Public Hearing to adopt the Uniform Method of Collection for Non-Ad Valorem Assessments [F.S.197.3632]	BCC, County Manager, Fiscal Services/MSBU Program